

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: _____ Date of Visit: _____

Contractor Personnel on Site:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

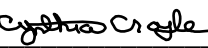
Print Name: _____ Date: _____

Signed: 

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **MAKE UP AIR UNIT - HEATING/COOLING**

MECHANIC
SIGNATURE:

DATE:

SITE AND BLDG #: **PA209-B2**

LOCATION/RM #: WO# **8729** ASSET # **3368**

START TIME:

FINISH TIME:

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | X | | |
| 2 | Schedule shutdown with operating personnel. | X | | |
| 3 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | X | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check thermostat settings to ensure the cooling and heating system is operating correctly. | X | | |
| 2 | Tighten all electrical connections and measure voltage and current on motors. | X | | |
| 3 | Check filters and clean or replace as necessary. | X | | |
| 4 | Lubricate all moving parts. | X | | |
| 5 | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode). | X | | |
| 6 | Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly. | X | | |
| 7 | Clean evaporator and condenser air conditioning coils. | X | | |
| 8 | Clean and adjust blower components to provide proper system airflow. | X | | |
| 9 | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger. | X | | |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FURNACE

MECHANIC
SIGNATURE:

DATE:

START TIME:

FINISH TIME:

ACTIVITY AND BLDG #: PA209-B2

LOCATION/RM #:

WO# 8729

ASSET # 3445/3453

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Review manufacturer's instructions. | X | | |
| 2 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | X | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove furnace ends and access panels if applicable. | X | | |
| 2 | Check the fire box liner or refractory for cracks and leaks. | X | | |
| 3 | Check smoke stack for obstructions, leaks, etc. | X | | |
| 4 | Clean bottom of smoke stack (breaching). | X | | |
| 5 | Clean all fans and motors. | X | | |
| 6 | Check operation of controls and safeties. | X | | |
| 7 | Lubricate as required. | X | | |
| 8 | Check and clean plenum (clean cooling coils and check for leaks, if | X | | |
| 9 | Replace furnace and access panels ends if removed. | X | | |
| 10 | Check all motors, belts, pulleys, shafts, etc. for alignment. | X | | |
| 11 | Treat all rusted areas with rust inhibitor and touch up paint. | X | | |
| 12 | Remove lock outs and tags. Restore fuel and power supply. | X | | |

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To be performed by: HVAC Technician

Additional Notes: